

STATE OF CONNECTICUT

DEPARTMENT OF CONSUMER PROTECTION
OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION
165 Capitol Avenue, Room 110, Hartford, Connecticut 06106
Telephone: (860) 713-6135 Fax: (860) 713-7230

APPLICATION FOR OCCUPATIONAL TRADES EDUCATION FOR CONTINUING EDUCATION PROVIDERS (Regulation 20-334d-1 thru 20-334 (j)) revision 08-03-04

Please check one: Course Renewal: ☐ New Course: ☐ (Formal filing required every year)

School Name: _____

Telephone No: _____

Facsimile No: _____

Email Address: _____

Instructor Name(s): _____

Course Name: _____

Classroom Hours: _____ License Types Covered: _____

Date(s) of Course: _____

Location of Course: _____

The application for each course must include, but not be limited to, the following:

		Yes	Commission Use Only
1	Detailed course outline/syllabus	<input type="checkbox"/>	
2	Copy of text and/or related teaching materials	<input type="checkbox"/>	
3	Copy of certificates to be issued **	<input type="checkbox"/>	
4	Copy of all proposed advertising and publicity	<input type="checkbox"/>	
5	Names, addresses, and qualifications or resumes of all instructors to be used	<input type="checkbox"/>	
6	Policy regarding tuition, related costs, cancellation and refund	<input type="checkbox"/>	
7	Locations of all classrooms	<input type="checkbox"/>	
8	Fire Marshal form for each classroom location	<input type="checkbox"/>	

Remarks: _____

Name(s) of Authorized School Representative: _____

Signature of Authorized School Representative

Date

* Licensing course approval shall be effective one license renewal period or portion thereof pertaining to such occupational trade area. New formal course filing must be made for each renewal.

** Certificates to students shall be on official school stationery showing: school name, school code, name of licensee, number and type, name of course, classroom hours, and signature of the school official. Data of such shall be transmitted to collection vendor.

STATE OF CONNECTICUT
REGULATION
OF
DEPARTMENT OF CONSUMER PROTECTION
CONCERNING
CONTINUING EDUCATION FOR
ELECTRICIANS AND PLUMBERS

The Regulations of Connecticut State Agencies are amended by adding Section 20-334d-1 as follows:

(NEW) Sec. 20-334d-1. Continuing Education for Electricians and Plumbers

(a) Definitions

As used in this section:

(1) "Commissioner" means the Commissioner of Consumer Protection;

(2) "Instructor" means:

(A) any person who holds a current, appropriate trade license issued by the Department of Consumer Protection, has at least five years of practical experience in the appropriate trade, and has been approved by the commissioner, with the advice of the appropriate Board; or

(B) a professional or a teacher in a specified area of law or the appropriate trade, approved by the commissioner, with the advice of the appropriate Board; and

(3) "Provider" means any public or private school, trade union or trade association that regularly provides courses that meet the criteria as set forth in subsection (b) of this section.

(b) Course approval

(1) Each provider intending to offer continuing education courses shall submit a formal filing for each course to the commissioner for approval.

(2) The filing for each course shall include, but not be limited to, the following:

(A) a course outline;

(B) a listing of all reference materials to be utilized;

(C) the names, addresses, license numbers, and qualifications of each instructor; and

(D) contact information for each provider.

(3) All course filings shall be submitted on an annual basis. Course approvals shall only be valid for one year from date of approval.

(4) Each provider shall obtain approval from the commissioner for any changes to an approved course. The commissioner may request the provider to change the contents of an approved course if changes have been made to the statutes, regulations or other standards concerning the appropriate trade.

(5) The content of continuing education courses shall consist of applicable trade laws and practices that are broad-based and essential to the role of a licensee as the licensee acts in the best interest of the consumer. Courses shall directly relate to trade principles and practices of the applicable trade.

(6) The commissioner shall not approve any continuing education courses in the area of office and business skills such as typing, speed-reading, memory development, personal motivation, salesmanship, sales psychology, or for sales promotions or other meetings held in conjunction with the general business of a trade contractor.

(c) Notification of course offering; course locations.

(1) Each provider conducting an approved course shall, prior to the scheduled date of each course, submit to the commissioner a schedule of the dates, hours, and locations for each course to be offered. No courses shall commence or be advertised as approved, without prior written approval of the commissioner. There shall be no change or alteration in any approved course without prior written notice and approval of the commissioner. Course approval may be withdrawn for failure to comply with the provisions of this section.

(2) Each continuing course shall be conducted in a classroom-style facility and an environment which is adequate to implement the offering. No correspondence courses shall be permitted. No provider shall use a classroom until an approval certificate has been issued by the local Fire Marshal indicating compliance for such use.

(d) Minimum continuing education hours

(1) Electrical licensees, as a condition of license renewals commencing on and after October 1, 2004, shall require not less than four hours per year of accredited continuing professional education for such electricians, except upon request of the Electrical Work Board, the commissioner may increase such hours to a maximum of seven hours. The following areas of study, with an emphasis on recent changes or updates, shall be acceptable:

(A) Licensing or business law and regulations applicable to the electrical trade;

(B) the current State of Connecticut Building Codes and Standards applicable to the electrical trade;

(C) construction safety; and

(D) any areas recommended by the commissioner or the Electrical Work Examining Board.

(2)(A) Plumbing and Piping unlimited contractors, as a condition of license renewals commencing on and after November 1, 2004, shall take at least nine (9) hours of continuing education courses each year prior to renewal of the license.

(B) Plumbing and Piping limited contractors and unlimited journeypersons, as a condition of license renewals commencing on and after November 1, 2004, shall take at least six (6) hours of continuing education courses each year prior to renewal of the license.

(C) Plumbing and Piping limited journeypersons, as a condition of license renewals commencing on and after November 1, 2004, shall take at least three (3) hours of continuing education courses each year prior to renewal of the license.

(D) The following areas of study, with an emphasis on recent changes or updates, shall be acceptable:

(i) Licensing or business law and regulations applicable to the plumbing and piping trade;

(ii) the current State of Connecticut Building Codes and Standards applicable to the plumbing and piping trade; and

(iii) any areas recommended by the commissioner or the State Plumbing and Piping Work Examining Board.

(3) All continuing education courses shall be applicable to the specific license types and categories, and shall meet with the final approval of the commissioner.

(4) Courses completed prior to approval by the commissioner shall not qualify for continuing education hours.

(5) A licensee shall not be required to comply with the continuing education requirements of this section for the licensee's first license renewal.

(e) Advertising

All providers advertising continuing education courses shall comply with the following requirements:

(1) All advertising and notices shall not be deceptive or misleading and shall reveal significant facts, the concealment of which would mislead the public.

(2) Providers shall substantiate claims made in any advertisement upon request of the commissioner.

(3) All advertising and written or oral statements shall avoid the use of exaggerated or unproven claims or misrepresentations.

(4) No unfounded guarantee shall be offered. All notices shall clearly and conspicuously disclose the full nature of services offered.

(5) False or misleading claims as to tuition and other course costs are prohibited.

(6) Material containing testimonials shall be clearly limited to those individuals reflecting their own personal experiences.

(7) Providers shall not use the wording "Approved by the Commissioner" or other like wording. The following wording may be used: "This course meets the minimum requirements as set forth by the Commissioner." The type size for the wording of this statement shall be no larger than the smallest type size used in the advertisement.

(f) Records

(1) All providers conducting approved courses shall keep and retain complete records of student attendance and documentation of completion for a period of at least four (4) years after the completion of each course. Such records shall be available for inspection by the commissioner. Upon satisfactory completion of any approved course, the provider, as prescribed by the commissioner, shall furnish an approved certificate to the licensee student.

(2) The burden of proof of completion of each course shall be upon the licensee. A licensee who applies for renewal of a license shall retain all certificates of approved continuing education units for a period of at least four (4) years after the completion of each course. A licensee shall, upon request of the commissioner, and to satisfy the results of a random audit, make such certificates available to the commissioner, or a third party designated by the commissioner, for purposes of verification.

(3) The provider shall submit to the commissioner the names, addresses, and license numbers of all persons who successfully complete an approved continuing education course. Documentation of such courses shall be submitted in such manner and at such times and locations as prescribed by the commissioner.

(g) Equivalent continuing education.

The commissioner, with the advice of the appropriate Board, may consider and approve, on an individual basis, any other educational course taken by the licensee in lieu of approved courses. Any such course shall meet the standards established by section 20-334d-1(b)(5). Evidence of such courses must be submitted 120 days prior to license renewal.

(h) Hardship.

(1) Upon appropriate showing of a bona fide health or other individual hardship, the commissioner may consider an exception to the continuing education requirements. A loss of income resulting from cancellation of a license is not a bona fide hardship.

(2) Requests for exceptions shall be submitted in writing and shall include an explanation and verification of the hardship.

(i) Hearings on denial of instructor or course approval

(1) Upon the refusal of the commissioner to approve an instructor or a continuing education course, or upon the decision of the commissioner to withdraw such approval, the commissioner shall notify the provider of the denial or withdrawal, and of the right to request a hearing within fifteen (15) days from the date of mailing of the notice.

(2) In the event the applicant requests a hearing within such fifteen (15) days, the commissioner shall give notice of the grounds for refusal or withdrawal, and shall conduct a hearing in accordance with the provisions of chapter 54 of the Connecticut General Statutes concerning contested matters.

(j) Forms

Applications for instructor and course approval shall be made on forms prescribed by the commissioner.

Statement of Purpose: To establish requirements for continuing education for electricians and plumbers pursuant to Section 20-334d of the Connecticut General Statutes.

The following is required of Schools teaching Continuing Education for Real Estate, Real Estate Appraisal, Electrical, and Plumbing.

The Department of Consumer Protection has recently implemented a new integrated computer system for the maintaining and tracking of all its licensing records. This system meets many of the objectives in being able to provide better quality of service to consumers in the processing of applications and availability of information to licensees and consumers.

If you are approved as a provider for continuing education for our licensees, please be advised that we have implemented new procedures for the transmission of information regarding continuing education as of September 1, 2004. We have authorized a Vendor to collect all CE student data and transmit it into our computer system. Each education provider must pay a fee per student directly to the State's Vendor.

At the completion of all "approved" continuing education courses, all schools must provide the Vendor with an electronic file for each of their students with the following information:

Required Fields of Information:

Licensee Name (Last Name, First Name, Middle Initial)
License Number
DOB
School Code
Course Hours

The State's Vendor, as indicated below, will be contacting you with a more detailed explanation of the process once you have been approved by this office. They will also provide support to you if you have any difficulties.

PSI licensure: certification
3210 E Tropicana
Las Vegas, NV 89121
www.psiexams.com

technical support email: schoolsupport@psionline.com

This automation of information will allow us to provide one hundred percent enforcement of the requirements of all licensees fulfilling their continuing education requisite. In addition, it will also eliminate the need for licensees to provide copies of proof of continuing education courses and help to increase attendance to continuing education classes.

DEPARTMENT OF CONSTRUCTION SERVICES

DIVISION OF FIRE, EMERGENCY & BUILDING SERVICES
OFFICE OF STATE FIRE MARSHAL



STATE OF CONNECTICUT

On (date) _____, the (Town/City) _____ Office of the Fire Marshal conducted an inspection of (name of facility) _____ located at (address) _____ in the City/Town of _____ to determine the degree of compliance with the fire safety requirements of Connecticut General Statutes Chapter 541 as authorized by Section 29-305 of the statutes. This facility was evaluated as a (new/existing) _____ (occupancy classification) _____ as classified by the CONNECTICUT FIRE SAFETY CODE. As a result of this inspection, the following conditions were found:

- I. At the time of inspection, no code violations were identified.
Certificate of approval recommended.
- II. At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. An acceptance plan of correction was submitted.
(See attached information) **Certificate of approval recommended.**
- III. At the time of inspection, conditions were discovered to be contrary to the minimum requirements of these codes. No approved plan of correction was submitted.
(See attached information) **Certificate of approval NOT recommended.**
- IV. Based on the extreme hazard to the public safety discovered at the time of this inspection, this office is currently seeking an injunction from the court through our Town/City Attorney for the purpose of closing or restricting usage of this facility by the public.
(See attached information) **Certificate of approval NOT recommended.**

Fire Marshal

Date

City or Town

Please Note: A fire marshal inspection is valid for one year from the date of the last inspection.

STATE OF CONNECTICUT

DEPARTMENT OF CONSUMER PROTECTION OCCUPATIONAL & PROFESSIONAL LICENSING DIVISION

EVALUATION FORM FOR EDUCATION COURSE

(To Be Filled Out by the Student)

Date: _____

Phone: _____

Student Name: _____

School Name: _____

Course Name: _____

Pre-licensing/Certification Course ☐

Continuing Education ☐

Location of Class: _____

Time: _____

(Class held)

Date: _____

(Class held)

The Occupational & Professional Licensing Division of Connecticut requests that each instructor be evaluated by the students at the end of the course. Please rate your instructor and course on a scale of one to four in the following categories. Circle your choice.

INSTRUCTOR	POOR	FAIR	GOOD	VERY GOOD
1. Started and ended class on time	1	2	3	4
2. Instructor's delivery of subject matter	1	2	3	4
3. Level of preparation for the class	1	2	3	4
4. Knowledge of the subject	1	2	3	4
5. Ability to answer questions	1	2	3	4
6. Rapport with the class	1	2	3	4
7. Made learning enjoyable	1	2	3	4
8. Enthusiasm	1	2	3	4
9. Depth of coverage	1	2	3	4
10. Taught the course as it was advertised	1	2	3	4
11. Gave me information that will benefit	1	2	3	4
12. Overall evaluation of the Instructor	1	2	3	4
13. Registration process	1	2	3	4
14. Staff handled in a professional manner	1	2	3	4
15. Materials (handouts)	1	2	3	4
16. Course content	1	2	3	4
17. Overall evaluation of the course	1	2	3	4

Mail to: Department of Consumer Protection
Occupational & Professional Licensing Division
Richard M. Hurlburt, Director
165 Capitol Avenue
Hartford, Connecticut 06106
(860) 713-6135